

JOB POSTING

Job Position: Facilities and Maintenance Specialist
Department: Corporate Services
Status: Full-Time - 35 hours per week
 This posting is for an active vacancy.
Location: Mississauga with regular travel between all Indus sites
 This role is on-site and/or community based.
Compensation: \$57,479.00 per annum plus benefits.

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over four decades. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally responsive services to newcomers, families, women & seniors.

Vision: To be leaders in building strong and inclusive communities.

Mission: We are a community benefit organization focused on building resilient and healthy communities by offering person-centered, anti-oppressive programs and services.

Position Summary:

Under the general guidance of the Manager, the incumbent performs routine preventative maintenance, troubleshooting, general repairs and upkeep across of Indus' worksites. This "hands on" role requires a self-motivated individual who completes work effectively, safely and to a high standard.

Responsibilities and Duties: *(but not limited to)*

- Coordinate maintenance & repairs within Indus' facilities including work involving electrical systems, plumbing, program equipment and appliances and HVAC systems.
- Identify operational and maintenance needs, complete repairs to fixtures, fittings and equipment within Indus' worksites and arrange qualified external service providers as needed.
- Effectively manage site maintenance and repair requests in a timely and efficient manner.
- Support office space arrangements, site painting, renovations and capital projects, including furniture and equipment allocation and work-site layout, set-up and move activities.
- Work closely with external contractors, including sourcing of quotations and supervision of work, while ensuring that work is carried out within agreed timeframes/contractual agreements and according to priorities, to maintain work-site operations.
- Support purchasing activities by obtaining quotations, coordinating approved orders and monitoring delivery of supplies, furniture and maintenance supplies.
- Develop and maintain vendor database, inventory tracking system and asset management portal.
- Support facilities-related projects and other operational initiatives within the Corporate Services Department, as assigned.
- Coordinate, implement and manage special projects arising within the Corporate Services Department.
- Strong understanding and knowledge of Indus' worksites, service contracts, site leasing arrangements, equipment installations and repairs.
- Participate in reviews of services and systems improvements to ensure Indus' worksites are operating effectively and efficiently.
- Support agency-wide health and safety initiatives and promote compliance with applicable policies, procedures and legislative requirements.
- Serve as a member of the Joint Health and Safety Committee (JHSC) and actively participate in committee meetings, inspections and follow-up activities.
- Participate in staff and team meetings, and professional development opportunities as required.
- Assist with other duties as assigned.

Qualifications and Skills:

- A minimum of one – two years' experience in facilities or property management and/or a related field.
- Knowledge of all building/maintenance trades and experience in a range of electrical and maintenance issues.
- A strong understanding of building, mechanical, HVAC, plumbing and electrical systems.
- Strong project management and organizational skills with the ability to set priorities and manage multiple deadlines; Ability to take responsibility for tasks and see them through to completion.
- Detail-oriented, organized, flexible and able to work independently and efficiently within a fast-paced environment.

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- Ability to multi-task and prioritize projects to effectively respond to time sensitive issues, frequently changing priorities and competing deadlines and meeting the organizational and departmental objectives.
- Strong communicator: both written and oral communication skills are key requirements.
- A strong service orientation; discretion, judgment and initiative in organizing routines and handling confidential material.
- Working knowledge of MS Office Suite, email and internet-based research.
- Strong interpersonal skills to work cooperatively across all programs and multiple worksites within the organization.
- Occasional handling (lifting/pulling/carrying) items/equipment up to 25 kg.
- Ability to work flexible hours including evenings, weekends and to work from any Indus worksite.
- Valid Driver's License with reliable transportation is required.
- Successful candidates must provide a satisfactory Criminal Background Check prior to commencing employment.

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hrindus@induscs.ca. Please ensure your application email has the subject heading of "Facilities and Maintenance Specialist" - (insert your name)'. This job posting will remain open until the position has been filled.

We are committed to a human-centric hiring process. Please note that we currently do not use any artificial intelligence (AI) tools to screen, assess, or select applicants for this position. All applications are reviewed by a member of our human resources team. This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: September 16, 2026